

EXECUTIVE SECRETARIAT
Routing Slip

TO:		ACTION	INFO	DATE	INITIAL
1	DCI		✓ attn:		
2	DDCI				
3	EXDIR				
4	D/ICS				
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8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/EEO				
14	D/Pers				
15	D/OEA				
16	C/PAD/OEA				
17	SA/IA				
18	AO/DCI				
19	C/IPD/OIS				
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SUSPENSE		Date			

Remarks:

NSC review completed.

✓ Executive Secretary
10/25/80
Date

THE WHITE HOUSE
WASHINGTON

October 22, 1982

MEMORANDUM FOR ALL PRESIDENTIAL APPOINTEES

FROM: BECKY NORTON DUNLOP
SUBJECT: Briefings for Presidential Appointees

Recently, Craig L. Fuller, Assistant to the President for Cabinet Affairs, wrote to you about a series of briefings we plan to sponsor for Presidential Appointees. Some of the appointees did not receive this letter due to our lack of correct address information. We want to be certain to have the ability to communicate with each of you so if you have not already completed the attached form, please do so promptly.

On October 14th, a briefing on foreign affairs was held with William Clark, Assistant to the President for National Security and Secretary George Shultz as the principal speakers.

Our next briefing will be held in Room 450 OEOB on October 27 from 5:30 - 7:00 p.m. Martin Feldstein, Chairman of the Council of Economic Advisors and Secretary Donald Regan will make presentations and then take questions from those in attendance.

Space is limited so we must operate on a first-come-first-served basis. And, even if you cannot attend this briefing, please complete the form so we can be certain you will be notified of future meetings.

Executive Registry

82-5639/2

Record 25 Oct

*info/B
26 October 1982
mailing to the appoint
per info.
JRE
10/26/82*

L-299

NAME: _____ AGENCY: _____

TITLE: _____ TEL. NO.: _____

MAILING ADDRESS: _____

I would like to attend the meetings on:

_____ Economic Policy October 27 - 5:30 p.m. 450 OEOB

_____ Budget

_____ Management Issues

(Further details will be sent to those
who indicate an interest in attending.)

My suggestion for a topic for future meetings is:

If you have suggestions for additional ways in which
communications between the President's appointees and the
White House could be improved, please give us your ideas
below, or on a separate sheet.

Please complete this form and fold and return to the Office
of Cabinet Affairs.

Thank you.

Office of Cabinet Affairs
Room 127 OEOB
Washington, D.C. 20500
202/456-2800

THE WHITE HOUSE
WASHINGTON



The Honorable William J. Casey
Director
Central Intelligence Agency
Washington, DC 20505

Situation Room

STOP

CENTRAL INTELLIGENCE AGENCY

OFFICE OF THE DIRECTOR

10 August 1982

NOTE FOR: Craig L. Fuller
Assistant to the President
for Cabinet Affairs

FROM : [REDACTED]
Executive Secretary

SUBJECT : Briefings for New
Presidential Appointees

Per your request of 9 August
1982, subject as above, the attached
response is forwarded.

Distribution:

Orig - Adse.
1 - O/DDCI
1 - ES Chrono
① - ER

ES/ [REDACTED] cs (10 Aug 82)

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Briefings for New Presidential Appointees

1. Name of Department *Central Intelligence Agency in which only the positions of Director of Central Intelligence (DCI) and Deputy Director of Central Intelligence (DDCI) are filled by Presidential appointment.*
2. Is there a departmental briefing? If so, what does it cover?
Briefings are conducted by CIA Deputy Directors and office chiefs as well as by other departments/agencies within the Intelligence Community (IC). Visits to facilities within the United States and overseas are accomplished as soon as practicable. The extent and content of these briefings/visits are a direct function of the appointee's experience within the IC and his desires, e.g., for an individual appointed from outside the government they may be extensive; for those appointed from within the CIA they can be very few.
3. If some or all of the briefing is left to the offices in which the appointee will work, is there some written guidance for those components to follow? If so, what does it suggest be covered?
No standard written guidance exists. Briefings are constructed to accommodate the specific needs and desires of the appointee and recognize currently existing organizations, projects and the world situation.
4. Is some specific departmental official or office responsible for helping new appointees get started on the job?
No. However, CIA would be happy to participate in briefings of new Presidential appointees in other departments which have international interests, who use CIA's product. Such briefings in essence would describe how CIA's intelligence might be useful to the new appointee.
5. To whom could my office talk for more information?
Executive Secretary, Central Intelligence Agency.
6. Other relevant information

Executive Registry

82-5639

THE WHITE HOUSE

WASHINGTON

August 9, 1982

MEMORANDUM FOR THE DIRECTOR
CENTRAL INTELLIGENCE AGENCY

FROM: CRAIG L. FULLER *CLF*
ASSISTANT TO THE PRESIDENT FOR CABINET AFFAIRS

SUBJECT: BRIEFINGS FOR NEW PRESIDENTIAL APPOINTEES

You probably know that the White House recently launched a short briefing program for newly-appointed Presidential appointees. We intend to continue offering similar White House seminars periodically. However, we fully recognize that most briefings must take place within the Departments and, to better relate our efforts to yours, we would like to know something about what departments now do in the area of training new appointees. Would you therefore please indicate on the attached form what your department does for new appointees?

We would appreciate your response by Monday August 16 inasmuch as we are eager to begin development of training programs for our appointees in areas not now being covered.